

## CONTACT

### John Kirch

Project Manager  
Center for Acquisition and  
Business Excellence (CABE)  
(304) 285-5447  
(304) 285-4403 fax  
John.kirch@netl.doe.gov

### Celinda Crawford

Product Manager  
Center for Acquisition and  
Business Excellence  
(304) 285-4128  
(304) 285-4403, 4469 fax  
celinda.crawford@netl.doe.gov

## ADDRESS

National Energy Technology  
Laboratory  
3610 Collins Ferry Road  
P.O. Box 880  
Morgantown, WV 26507-0880

## CUSTOMER SERVICE

(800) 553-7681

## VISIT OUR WEBSITE

[www.netl.doe.gov](http://www.netl.doe.gov)



## CENTER FOR ACQUISITION AND BUSINESS EXCELLENCE

### *Analysis Team*

## Description

Since its inception in 1997, the Center for Acquisition and Business Excellence (CABE) at the National Energy Technology Laboratory (NETL) has provided ad hoc analytical support to the Office of Environmental Management (Headquarters). CABE personnel have participated on special teams to accomplish quick turnaround results in areas with high visibility to the Department. The CABE draws its strength from resources at NETL, providing an expansive range of energy and environmental programs for the U.S. Department of Energy (DOE). NETL's core competencies include a suite of proven program and project management skills, engineering skills, financial and cost analysis capabilities, systems analysis capabilities, administrative skills, and strong innovative contracting expertise.

In spring 2000, the CABE chartered the CABE Analysis Team (CABE-AT), a group of federal employees with unique analytical capabilities. The CABE-AT provides analytical support independent of field offices and Headquarters for conducting unbiased reviews, evaluations, and assessments of information, which ultimately lead to recommendations to DOE decision makers. The CABE-AT also provides both business and technical analysis support to organizations on matters relating to project definition, construction, management and operations, acquisition planning, and policy development.

## Capabilities

The CABE-AT works with Headquarters and field offices to examine raw data, and through a rigorous and disciplined process, transforms the raw data into a knowledge product that can be used to make recommendations to decision makers. This analysis process involves the following steps:

- Identifying and collecting existing raw data.
- Distilling the data into information.
- Converting the information into usable knowledge.
- Providing documented recommendations to drive improvement.
- Presenting results to decision-makers.



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### Capabilities (continued)

The CABA-AT uses these steps to assimilate and refine existing information, avoiding the need for additional reporting requirements. Knowledge management principles are used to package substantial amounts of information that can be used to resolve complex issues or uncertainties. This process requires close working relationships with both the field offices and Headquarters.

Through the network of resources available at NETL, the CABA-AT provides analytical capabilities in all phases of project and operations management, including project definition, construction, management and operations, acquisition planning, program baselines, functional support costs, and policy development. A broad spectrum of talent and expertise allows the CABA to provide long-term analytical support, quick turnaround response, and multi-functional teaming.

### Accomplishments

In the short time that the CABA-AT has been in existence, it has been able to help in the collection and understanding of cleanup and compliance agreements. Specific accomplishments include the following:

- CABA-AT played a leadership role in developing Guidance for the Review and Approval of Environmental Cleanup and Compliance Agreements. The guidance facilitates the timely review and approval of significant agreements by Headquarters, and establishes quantitative and qualitative thresholds for Headquarters review and concurrence. The guidance allows the field a degree of flexibility in negotiating commitments.
- CABA-AT provides analytical support to Headquarters (EM-10) in analyzing budget data, performance-based incentives, functional support costs, and issues involving scope, schedule and cost information .
- CABA-AT provided analytical support to the Office of Engineering and Construction Management (OECM) in reviewing major project independent government estimates and Requests for Proposals.



### Opportunities

While the CABA-AT has established a base of work for initiatives set forth by the Office of Environmental Management, support can also be provided in complex-wide areas, such as waste stream analysis, performance tracking, identification of deferred work scopes, and identification of successes, as well as lessons learned.

Further opportunities may also be pursued for other Program Secretarial Offices, establishing the CABA-AT as an integral management tool for both field and Headquarters elements in the Department.

